



Reference Librarian On-Call Part Time Position

Opening Date: October 23, 2006

Closing Date : Open until filled - APPLY IMMEDIATELY

The City of Woodburn is currently accepting applications for the above on-call part-time position within the Library (Community Services Department). The Reference Librarian provides comprehensive reference service to library patrons; responds to service requests of a general nature, across many disciplines and subject areas; provides point of use assistance or instruction for patrons of all ages for electronic and print resources. Hours for this on-call position will vary monthly and a person within this position may be required to work on weekends and/or weekday evenings.

ESSENTIAL JOB FUNCTIONS: (examples of duties)

Assists patrons in locating information; determines need for Interlibrary or intra system loans; keeps current with reference tools in the collection and library service area; assists in selection of possible purchases; performs online computer literature searches; assists in organizing, processing, maintaining, and selection of periodicals and newspapers; operates equipment owned by the Library, and conducts tours, library instruction sessions, workshops, attends meetings, writes newspaper articles, and gives speeches as required.

EDUCATION, EXPERIENCE AND TRAINING:

Requires Master=s degree in Library or Information Sciences and five (5) years experience. Broad knowledge of the principles, practices and philosophy of public library operations, current methods and principles governing reference services. Experience with a variety of microcomputer applications in a networked environment including bibliographic and full-text databases, multiple CD-ROM products, and Internet resources. Individuals must have good interpersonal communications skills and be able to work cooperatively in a team environment. Ability to fluently read, write and speak English. Also requires physical ability to lift up to 50 lbs. Bi-lingual skills (Spanish and/or Russian) desirable.

HOURLY RATE RANGE: \$13.35 - \$16.23.

APPLY AT: Woodburn City Hall - Personnel Office
270 Montgomery Street
Woodburn OR 97071

The person selected for this position must provide, at the time of appointment or first working day, appropriate documentation of ability to work as required by the Immigration and Naturalization Act of 1986.

If you wish to identify yourself as a qualified individual with a disability under the Americans with Disabilities Act of 1990, and will be requesting accommodation, that request must be made to the Personnel Officer not later than the closing date of this job announcement, and the applicant must provide information on how reasonable accommodation may be met.

Smoking is not allowed in City buildings. The City of Woodburn promotes a Drug-Free workplace.

AN EQUAL OPPORTUNITY EMPLOYER